

*Emergency  
Medical Services  
Authority*

# EMPLOYMENT OPPORTUNITY

1. RPA # <b>RPA 031-EMSA</b>
ANALYST'S INITIALS
DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Health Program Specialist I</b>	3. POSITION NUMBER 312-700-8338-004	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID R01
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>SACRAMENTO</b>			13. MONTHLY SALARY <b>\$4674.00</b> <b>TO</b> <b>\$5681.00</b>
8. SEND APPLICATION TO: <b>Karen DeGuire</b> EMS Authority <b>1930 9<sup>th</sup> Street</b> <b>Sacramento, CA 95814</b>	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am - 5 pm - Flexible</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
	12. CALNET NUMBER <b>(8)</b>			14. FILE BY <b>Until Filled</b>

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications from employees at the AGPA/AHPA level will be considered for recruitment purposes. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled. We may consider Training & Development Assignment if applicable.

*Are you looking for a position that's challenging, exciting and on the cutting edge of disaster medical management in California? The DMS Division of the EMS Authority is recruiting for an HPS I – this is a new advertisement. Take a look at the DMS Division information page at [www.emsa.ca.gov](http://www.emsa.ca.gov).*

The Health and Safety Code directs the EMS Authority to respond to any medical disaster by mobilizing and coordinating emergency medical services' mutual aid resources to mitigate health problems. The EMS Authority, as the lead agency responsible for coordinating California's medical response to disasters, provides medical resources to local governments in support of their disaster response. This may include the identification, acquisition and deployment of medical supplies and personnel from unaffected regions of the state to meet the needs of disaster victims. Response activities may also include arranging for evacuation of injured victims to hospitals in areas/regions not impacted by a disaster.

The medical response to disasters requires the contributions of many agencies. The EMS Authority works closely with the Governor's Office of Emergency Services, California National Guard, Department of Health Services and other local, state, and federal agencies to improve disaster preparedness and response. The EMS Authority also works closely with the private sector: hospitals, ambulance companies, and medical supply vendors.

## DUTIES

The Disaster Medical Specialist works as part of a team with lead responsibility in planning, organizing and preparing for disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures using a personal computer and Microsoft products. Develops and maintains State-level medical disaster response readiness by participating, developing, and implementing a training and exercise program both for internal department staff as well as in conjunction with our disaster response partners using the Office of Domestic Preparedness (ODP)/FEMA and Office of Homeland Security (OHS) exercise models. Researches, develops, and submits funding applications through the State budget process, for grants, endowments, and/or other funding mechanisms. Monitors and oversees progress of grant monies use and provides all reports and supplementary materials as requested by funding agencies and relevant oversight agencies.

## KNOWLEDGE AND ABILITIES

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

## SPECIAL PERSONAL REQUIREMENTS

Travel within and outside the State of California is required for this position. Anticipate approximately 10% travel.

The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

## DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

## WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to travel once or twice per month and work overtime as needed.

**How to Apply:** Submit a State Application (std. 678) and resume to:

Emergency Medical Services Authority  
Karen DeGuire, Personnel Analyst  
1930 9<sup>th</sup> Street  
Sacramento, CA 95814